

AGNEDA FOR AGENCY RECORDS ADMINISTRATION OFFICERS MEETING

Friday, 20 August 1965, 1E-78, Headquarters

1. Paperwork Management Award

1. Sponsored by Administrative Management Society, U. S. Civil Service Commission and White House.
2. Tuesday, 28 Sep at Shorham Hotel
3. Toastmaster Congressman Olsen, Montana.
4. Principal Speaker John Macy, Chairman, Civil Service Commission.
5. History of this Award - Result of Employee Suggestion STAT
former member of Records Administration Staff.
6. Tickets \$8 each.
7. Heads of Agencies and Spouses invited.
8. Presentation of Awards and Certificates by Agency Heads.
9. President Johnson to meet Recipients at White House.

11. Symposium on President Johnson's Cost Reduction Program.

1. November 1965 - 2½ days.
2. Case Study Presentation on Records Management Items.

111. Symposium on Source Data Automation

1. Spring 1966
2. International Archivists Conference.
3. Joint Luncheon of Archivists and Records Administrators.

IV. Records Management Workshops

September 13-24, October 18-29; and November 29 - December 10.

V. The Twelfth Institute on Records Management

1. Sponsored by American University, National Archives and Records Center and Association of Records Executives and Administrators.
2. December 6-10, 1965 at National Archives Building.
3. Cost \$150.

- VI. Cost to Store Records In Office Space and Records Center.
- VII. Records Management and Paperwork Management at American Univeristy.
- VIII. Records Center Experience Fiscal Year 1965 -
- | | |
|------------------|-------|
| <u>Received</u> | 14361 |
| <u>Destroyed</u> | 13954 |
| <u>Net Gain</u> | 407 |
- IX. Response to Form 2487, "Parking Space Control Card".
- X. End of Fiscal Year Inventory
- XI. Filing Workshop-
- Inquire about need ofr a Filling System Workshop.
- XII. Parking Space Control Form.
- Comment on Use of Form 2487, Parking Space Control Card.
- XIII. New Filing System
- Terminal Digit Filing System
- XIV. Filing Equipment Exhibits.

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